ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	5 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion only.*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET 7Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Report Back By _____(ACET Responsible) ☐ Other (Specify) _____		
Target	The agenda was approved with the addition of one IN CAMERA discussion.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	**Time Allotted**	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	ACET		

Attachments	☐ PowerPoint
	☐ Timeline
	☐ Budget
	☒ Other: Information to be posted
		Planner Review & Consent Items
		3.1 ACET planner review
		3.2 Consent agenda items
		    3.2.1 Draft ACET Minutes – April 4, 2023 (M. Wilson)
		    3.2.2 Draft ACET Minutes – April 3, 2023 Stand-Alone Academic Meeting (M. Wilson)
		    3.2.3 Draft ACET Minutes – April 5, 2023 Stand-Alone Academic Meeting (M. Wilson)
		    3.2.4 BG II-02 Financial Management Board Policy Review (D. McNair)
		    3.2.5 Operating Plan (Step 2) – Printer Fleet Refresh (B. Brownlee)
		    3.2.6 Operating Plan (Step 2) - Residence RFP (B. Brownlee)
		    3.2.7 President Star Nomination (L. Chartrand)
		    3.2.8 Policy HS01: Occupational Health and Safety (M. Laviolette)	

Recommendation	**THAT** the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. The following agenda items were removed for discussion: • 3.2.1 Draft ACET Minutes – April 4, 2023 – Approved with amendments. • Item 3.2.2 Draft ACET Minutes – April 3, 2023 Stand-Alone Academic Meeting (M. Wilson) – Approved following responses to the comments. • 3.2.3 Draft ACET Minutes – April 5, 2023 Stand-Alone Academic Meeting (M. Wilson) – Approved, but with a comment that J. Beauchamp, Chair, Integrated Development Planning Committee (ICDP) is to advise L. Stanbra, Vice President, Student Services of the date for the stand-alone Leadership Team meeting that is to be scheduled by the end of April 2023. • 3.2.7 President Star Nomination (L. Chartrand) – Approved with modifications.		

	• 3.2.8 Policy HS01: Occupational Health and Safety (M. Laviolette) – Approved pending consultation with the Joint Occupational Health and Safety Committee (JOHS) and if only minor amendments are required as a result of their review. Item 3.2.4 BG II-02 Financial Management Board Policy Review (D. McNair), 3.2.5 Operating Plan (Step 2) – Printer Fleet Refresh (B. Brownlee), 3.2.6 Operating Plan (Step 2) - Residence RFP (B. Brownlee) were approved as presented.

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	**Agenda Item Number** (pull from agenda)	4.0
Topic	Co-op Program Staffing Alternatives		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	**Time Allotted**	30 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	M. Grammatikakis, Director, Experiential Learning and Entrepreneurship K. Dawson, Associate Vice President, ELI		
Attachments (as read-ahead material)	☒ PowerPoint ☐ Timeline ☒ Budget ☒ Other: Information to be posted	*ACET Transmittal Co-Op Staffing Alternatives* *Co-op Staffing Scenarios Financials spreadsheet* *Co-op Staffing Presentation deck*	

Recommendation	**THAT** the Algonquin College Executive Team (ACET) approves (contingent upon the approval of the Co-op Preparatory Course Program Ancillary fee amendment by the Board of Governors on April 17, 2023) one of three (3) Co-op Staffing alternatives presented:
	    a) 7 FT SS at a total cost of $414,710 (FY23/24) or
	    b) 7 I/O SS at a total cost of $414,710 (FY23/24) or
	    c) Combination of 4 FT and 3 I/O at a total cost of $414,710 (FY23/24)		

ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the recommendation to proceed with Option A –7 full-time Support Staff positions for a total cost of $414,710 (FY 2023-24). This is with the caveat that President Brulé is presented with an analysis of the vacancies that could potentially be repurposed to offset some of these positions.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	**Agenda Item Number** (pull from agenda)	5.0
Topic	Business Plan Development Process Post-Mortem		
Requested By (ACET member)	Mark Savenkoff, Vice President, Advancement and Strategy	**Time Allotted**	35 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	S. Gonsalves, Director, Strategy and Planning		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – Business Plan Development Process Post-Mortem* *Business Plan Development Feedback Padlet.pdf*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) discuss the feedback and lessons learned collected on the 2022 process for the development of the 2023-25 Business Plan to inform the design of the 2023 process.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team discussed the process for the development of the 2023-25 Business Plan. S. Gonsalves, Director, Advancement and Strategy will finalize the timeline (while ensuring alignment with the Strategic Investment Priorities process) and also communicate the decision to the Leadership Team in terms of next steps (i.e. potential next call for proposal in 2025-26). The suggestion, for the next call for proposal to be for a shortened proposal and not a completed Project Charter, will be discussed further at a future ACET meeting (date tbc).		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Conversion of 4 Initiative/Opportunity (I/O's) to Full-time complement		
Requested By (ACET member)	Duane McNair, Vice President, Finance and Administration	Time Allotted	10 mins
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	Yen Do, Acting Chief Digital Officer, Information Technology Services		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – 2023-04-12 – Conversion of 4 IOs to FT Positions ITS* *Appendix A - Request for Full-Time Position(s) Information Form – Operational Support Position (1)* *Appendix B - Request for Full-Time Position(s) Information Form – Business Analyst Positions (3)*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approves the attached conversion proposal forms and that the four (4) Initiative/Opportunity (I/O) positions be converted to Full-Time Permanent Support positions within the Information Technology Services (ITS) Department.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the conversion of four Initiative/Opportunity (I/O) positions to Full-time Permanent Support Staff positions within the Information Technology Services (ITS) department. The Executive Team agreed to revisit position management in terms of the full-time complement vs departments maintaining their budgeted payroll expenses (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	**Agenda Item Number (pull from agenda)**	9.0
Topic	Operating Plan (Step 2) - Digital Resources RFP		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	Brent Brownlee, Director, Campus Services Amanda Bennett, Senior Manager Technology, Campus Services Shawn Davies, General Manager, Campus Services		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*ACET Transmittal – 2023-04-12 Operating Plan (Step 2) – Digital Resources RFP*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) endorse Step 2 of the Operating Plan process and add the Digital Resources project to the 2023-24 Operating Plan.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team endorsed Step 2 of the Operating Plan process and add the Digital Resources project to the 2023-24 Operating Plan.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12,2023	Agenda Item Number (pull from agenda)	10.0
Topic	Operating Plan (Step 4) - Bookware move to Software as a Service (SaaS)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	Brent Brownlee, Director, Campus Services Amanda Bennett, Senior Manager Technology, Campus Services		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Intake Form	*ACET Transmittal – 2023-04-12 – Operating Plan (Step 4) – Bookware move to SaaS* *Appendix A- ACET Intake Form Operating Plan (Step 4) Bookware Move to SaaS*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve to execute the Bookware Move to Software as a Service (SaaS) project, as Step 4 of the Operating Plan Intake process.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved to execute the Bookware Move to Software as a Service (SaaS) project, as Step 4 of the Operating Plan Intake process.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	Agenda Item Number (pull from agenda)	11.0
Topic	Operating Plan Initiative (Step 2) - Expanding Flywire Payment Solution to All Students		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	10 mins.
ACET Action Requested	☐ Approval (Discussion) ☒ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	G. Perry, Chief Financial Officer J. Pede, Associate Director, Financial Operations		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*ACET Transmittal – 2023-04-12 – Operating Plan Initiative (Step 2) – Expanding Flywire Payment Solution to All Students*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) endorse the Flywire Payment Solution for All Students Initiative to be added to the 2023-24 Operating Plan and move forward beyond Step 2 (intake process) of the 2023-24 Operating Plan process.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team endorsed the Flywire Payment Solution for All Students Initiative to be added to the 2023-24 Operating Plan and move forward beyond Step 2 (intake process) of the 2023-24 Operating Plan process.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2023	Agenda Item Number (pull from agenda)	12.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – ACET Effectiveness Check-in* ***Link:*** *Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the April 12, 2023 ACET meeting.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team provided verbal feedback at the meeting. Feedback included the following: • A comment regarding the deadline for meeting documents to be posted to MS Teams versus when the Executive Team is able to review them. • An acknowledgement that there is a potential conflict with when the Vice President may be able to share comments with presenter(s) in preparation for the meeting. • The Executive Team agreed with the following expectations of presenter(s) in terms of the questions that may be asked in advance and their response live at the meeting: o The Executive Team will share any questions/comments with respective presenter(s) from their area in advance of the meeting.		

	o It is understood that there is no expectation for the presenter(s) to have a response to their questions/comments at the meeting.
	o It was agreed that if additional follow up is required, the presentation could come back either as business arising or be shared via email.
	o If the response to a question/comment is specific to a member of the Executive Team, the poster will indicate "ACET only Comment" and will also tag (*@name)* the applicable ACET member.
	• An appreciation for the effective use of time.
	• An appreciation for a presenter acknowledging that the documents were sent as read-ahead and therefore, proceeding directly into the discussion.
	• An acknowledgement that the Executive Team needs to agree on a position strategy and approach and that this would assist with discussions around position approval.
	• An acknowledgement that position request presentations should include time for ACET only discussion.
	• An acknowledgement in terms of resource consultation and timing (specific to position request). D. McCutcheon, Vice President, Human Resources advised that she would work with her team on a process improvement.
	• An agreement that if a recommendation is not endorsed/approved the respective Vice President will not only communicate the decision, but also share the reasoning behind it.